

Project Financial Manager – GS-14

Introduction

As the Project Financial Manager (Budget, Finance, Pricing), the incumbent of this position serves under the Deputy Project Manager for Resources (DPM/R) as a fully functioning member of the business support team. The incumbent contributes financial management expertise to the establishment of technical program objectives and is responsible for applying financial management techniques to accomplishing those objectives. The incumbent utilizes financial skills and techniques in the accomplishment of program objectives and has Project-wide responsibility for the planning, direction, coordination, and evaluation of all Project financial activities with line responsibility for finance, heading a team of financial skill specialists.

Independence

The incumbent is immediately responsible to the DPM/R of the Project and serves as the Financial Manager for the program area. The incumbent's work is subject to regulatory review by the Center Chief Financial Officer.

The Financial Manager has full responsibility for financial activity under the direction of the DPM/R. He/she supervises a team of professional financial and clerical support personnel and oversees the resolution of operating problems relating to the accomplishment of finance's portion of program objectives in conformance with NASA financial regulations. Review of his/her work is in terms of compliance to broad directives and policies and attainment of overall objectives.

Core Requirements

1. Serves as a fully functioning member of the business support team of a technical program area and plans, directs, coordinates, and evaluates all the Project financial activities utilizing the financial skills necessary in the management of such complex and extensive technical undertakings. Financial activities include the following:
 - a. Financial Analysis: Establishes systems and analysis techniques for the effective monitoring of financial progress and status of the Project. Interrelates all Project events-to their effect on financial resources and ensures continual assessment and periodic reporting of financial status and forecasts. Examples of specific duties include: procurement requests; cost estimates; preparation of preliminary WBS; develops contractor cost reporting format; analyzes contractor cost reports; prepares Project cost reports; prepares special analyses as required.
 - b. Budget Preparation: Development of an optimum budget, justification and supporting materials and historical statements for providing the best possible view of program needs. Participates in various levels of budget reviews including reviews by Center general management and by executive level management at NASA Headquarters.

- c. Budget Execution: Execution of budget as approved, ensuring that objectives are met within the established financial procedures and resources made available. Examples of specific duties are: develops budget requirements; participates in Project level reviews; initiates commitments and reprogrammings; processes PRs, WOs, reprogrammings, etc.; updates and coordinates budget; prepares special analyses as required.
 - d. Pricing: Evaluates offeror cost proposals and the actively establishes cost/price objectives for contractor negotiations. Conducts numerous and diverse cost studies for a variety of decision-making processes. Examples of specific duties are: prepares cost portion for RFPs; analyzes proposals; performs contractor audits; participates in negotiations; performs cost comparison studies; issues special reports as requested/required.
 - e. Reimbursable (if applicable): Responsible for financial administration of a broad, diverse reimbursable mission program. Elements of that responsibility include establishment of practices and procedures to implement NASA policy for charging reimbursable users, management of complex reimbursable funds, maintenance of an automated mission cost accounting system, preparation of periodic comprehensive mission estimates for NASA and reimbursable missions, review of actual cost and preparation of reimbursable mission final billings, explanation of planned versus actual mission cost variances, and acting as advisor to Project and Agency management on matters of mission cost.
2. Serves as a financial consultant and advisor participating in management and technical working groups and special ad hoc advisory panels as may be necessary for expediting solutions to spacecraft or space vehicle development problems.
 3. Serves as a member of Source Evaluation Board Business Management Committee as assigned.
 4. In addition to supervision of and involvement of the financial activities of the Project, the incumbent is responsible for: (a) personal review and analysis of the progress of the financial activities toward Project objectives; (b) recommendations as to adjustments in financial staffing necessary to most effectively accomplish the Project mission; and (c) participation in responses to audit and other inquiries by various activities such as NASA Audit, GAO, Center Management and NASA Headquarters Program Management.
 5. Frequently acts for or speaks for the DPM/R on financial matters.
 6. Interfaces with the Procurement Operations Directorate to provide adequate and trained personnel to enhance the effectiveness of the financial capability of the Project.

7. Performs required travel.
8. Other duties as assigned.

Other Information

Skills and Knowledge

1. Knowledge of financial skills and techniques to accomplish program objectives.
2. Ability to plan, direct, and coordinate a budget and accounting program and to provide service thereon.
3. Knowledge of the techniques, methods, and procedures used in budget preparation and the establishment of accounting records in accordance with generally accepted accounting principles.
4. Ability to meet established financial and resources objectives.
5. Ability to analyze and review recommended budget estimates.
6. Experience in budget administration.
7. Ability to communicate effectively, orally and in writing.